

JOB SUMMARY, QUALIFICATIONS, AND SALARY

■ POLICE DATA SPECIALIST

\$14.52-\$17.65 hourly; \$2,518.14-\$3,060.80 monthly

Operate an on-line computer to code, verify, input, and retrieve law enforcement data in local, city, and federal law enforcement automated systems according to specified procedures and regulations; verify completeness and accuracy of information in relation to data entry system requirements; obtain missing or corrected data from appropriate sources to ensure quality control; and perform other related duties as assigned.

Experience: One year of data entry experience. *Some experience in law enforcement setting is highly desirable.*

Typing Speed Required: 45 net words per minute

■ POLICE RECORDS SPECIALIST

\$14.52-\$17.65 hourly; \$2,518.14-\$3,060.80 monthly

Perform detailed clerical work related to law enforcement support functions, including document imaging related tasks; provide factual information to callers, visitors and outside agencies that may require interpretation of policies, procedures and regulations; respond to requests for copies of police records in accordance with procedures for processing and dissemination; and perform other related duties as assigned.

Experience: Two years of general clerical or office specialist experience which must have included contact with the public. *Some law enforcement office support experience is desirable.*

Typing Speed Required: 35 net words per minute

■ POLICE RECORDS TRANSCRIPTIONIST

\$14.52-\$17.65 hourly; \$2,518.14-\$3,060.80 monthly

Provide specialized office support to the Police Department by transcribing technical, complex, and confidential police reports, ensuring correct format, grammar and coding; verify accuracy and completeness of information and obtain missing or corrected information from appropriate sources to ensure quality control; and perform other related duties as assigned.

Experience: Two years of typing, word processing, or transcription experience. *Some law enforcement office support experience is desirable.*

Typing Speed Required: 55 net words per minute

APPLICATION PROCESS

- 1 **Complete the City Employment Application and Supplemental Application Form. Both applications may be downloaded from our website www.chulavistaca.gov.**



The application and supplemental questionnaire is a "self-report" of background and experience that you complete and submit to the Human Resources Department. The questions are of the job and will be used to match your qualifications to the requirements of these positions.

- 2 **Attach ORIGINAL, unaltered typing certificate to your application.**

All positions require a typing certificate. Applications received **without** an **ORIGINAL** typing certificate will automatically be **disqualified**.



- 3 **Mail or deliver in person all application materials to:**



City Of Chula Vista
Human Resources Department
276 Fourth Avenue
Chula Vista CA 91910

Based on the information presented on the application materials, **applicants who meet the minimum qualifications will be invited to take the exam.** Applicants will be notified via standard US mail of the position(s) for which they are eligible to compete.

- 4 **Once the "invitation to test" is received, contact the Human Resources Department at (619) 691-5096 to schedule your appointment to take the test.**



TYPING REQUIREMENT

Typing certificates must have been issued within the past two years and have the following information: your name; date the typing skills test was administered; the duration of typing test (5 minutes minimum); gross words per minute; number of errors; and net words per minute. Certificates must specify no more than five errors.

If you **mail** your application and original typing certificate, the typing speed data will be recorded on your application and the certificate will be mailed back to you.

Typing certificate must have been obtained from an accredited business college, educational institution, public agency, professional service or business concern which routinely provides typing verification in their normal course of business.

A typing certificate obtained from the internet is NOT acceptable.

WORKING CONDITIONS

ALL positions are required to work a variety of shifts including days, nights, and weekends.

BACKGROUND INVESTIGATION

Government mandates require comprehensive investigations for these classifications.

As part of the background investigation, your application information is compared to your fingerprint, credit and employment history and records and any subsequent documents you complete as part of the pre-employment screening process.

Do not lie or omit information. Misrepresentations, omissions and false statements are disqualifying. Each of your statements will be cross-referenced and verified.

■ THE EXAMINATION

Depending on your qualifications, your name may be placed on the eligibility lists for all three (3) classifications. In order for your name to be placed on the eligibility list(s), you must pass the examination.

Passing test scores may vary depending on the position.



The exam is administered on a computer. Tests are administered by appointment only.

The exam covers the following areas: alphabetical filing, numeric filing, advanced editing, proofreading, transcription, data entry, and spreadsheet.

Only those candidates who provide acceptable picture identification will be allowed to test.

■ YOU PASSED – NOW WHAT HAPPENS?

If you are successful in the testing process, your name will be placed on our eligibility list(s).



Based on your responses to the supplemental questionnaire, your name may be placed on several employment lists.

Your name remains on the list(s) for six months. Your application materials may be forwarded to the Chula Vista Police Department for consideration.

■ HOW TO APPLY

Applicants must submit an official City application and supplemental questionnaire to:

**City Of Chula Vista
Human Resources Department
276 Fourth Avenue
Chula Vista CA 91910**

**Filing Deadline: 5pm, Tuesday,
October 18, 2005**

Applicants seeking additional information regarding these positions should contact the Human Resources Department at (619) 691-5096.

Applications may be downloaded from our website www.chulavistaca.gov.

Assigned Analyst:
Linette C. Abille (619) 409-5926
labille@ci.chula-vista.ca.us

Revised: September 27, 2005

PRE-PLACEMENT PHYSICAL

Employment is contingent upon successful completion of a pre-placement medical exam that may include a drug screen.

SMOKING POLICY

The City of Chula Vista has a policy that prohibits smoking in all City buildings and vehicles.

AMERICANS WITH DISABILITIES ACT (ADA)

The City of Chula Vista will provide reasonable accommodation in the examination process when requested by a qualified applicant at least one week prior to the exam. To request reasonable accommodation contact the Human Resources Department.

EMPLOYMENT ELIGIBILITY VERIFICATION

The successful applicant will be asked to show proof of citizenship or provide documentation that gives the individual the legal right to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract and they may be modified or revoked without notice.



announces
recruitment
for

POLICE SUPPORT SERVICES EXAMINATION 05-409

- Police Data Specialist
- Police Records Specialist
- Police Records Transcriptionist

FILING DEADLINE:
5 pm Tuesday, October 18, 2005



Human Resources

274 Fourth Avenue • Chula Vista CA 91910
(619) 691-5096 | Job Hotline (619) 5095

Police Support Services Examination Supplemental Application Form

Police Data
Specialist

Police Records
Specialist

Police Records
Transcriptionist

INSTRUCTIONS: Before completing this application, read the job summary and requirements that are stated on the job announcement. If you do not meet these requirements, do not apply. The information contained in the employment and supplemental application will be used to determine your eligibility to compete, and will be evaluated in the recruitment process. Sections not applicable to your particular qualifications should be marked N/A or lined out to indicate that they have not been overlooked. Do not answer any questions with refer to resume. Please give clear, concise, complete and legible information.

Please print or type.

Name: Social Security Number:

Experience

■ Do you have at least one year of data entry experience? » ☐ Yes ☐ No

If yes, please list the position(s) that provided you with this experience.

Position Title	Employer	Length of Experience
_____	_____	_____
_____	_____	_____
_____	_____	_____

■ Do you have at least two years of general clerical/ office specialist experience which included contact with the public? » ☐ Yes ☐ No

If yes, please list the position(s) that provided you with this experience.

Position Title	Employer	Length of Experience
_____	_____	_____
_____	_____	_____
_____	_____	_____

■ Do you have at least two years of typing, word processing, or transcription experience? » ☐ Yes ☐ No

If yes, please list the position(s) that provided you with this experience.

Position Title	Employer	Length of Experience
_____	_____	_____
_____	_____	_____
_____	_____	_____

■ Are you currently employed as a permanent employee by the City of Chula Vista? » ☐ Yes ☐ No

Position Title Department:

Typing Certificate

■ Do you possess a typing certificate that meets our typing requirements/criteria (refer to job announcement) ? » ☐ Yes ☐ No

Please indicate your typing speed:

- ☐ Less than 35 net words per minute
- ☐ 35 – 40 net words per minute
- ☐ 41 – 54 net words per minute
- ☐ 55 and above net words per minute

SUPPLEMENTAL APPLICATION FORMPolice Data
SpecialistPolice Records
SpecialistPolice Records
Transcriptionist**Specific Experience**

■ Describe your knowledge of/experience in the following areas by specifying your level of proficiency. Please note that during the interview, you may be asked to elaborate on any stated knowledge and experience.

	Highly Skilled	Average Skills	Limited Skills	No Experience
TASKS				
▪ Prepare memo and reports from draft or verbal instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▪ Set up and maintain files and records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▪ Organize and review time sensitive documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▪ Explain and interpret policies and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▪ Sort, screen, prioritize and route phone calls and/or mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▪ Transcribe technical, complex and confidential reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▪ Scan and route documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EQUIPMENT				
▪ Computer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▪ Fax Machine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▪ Multi-function copy machine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▪ Laserfiche	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▪ Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Public Contact

■ List the jobs you have held that involved public contact. Indicate the type of contact, degree of contact, and length of your experience.

Job Title	Type of Contact	On a DAILY basis, describe level and degree of this contact	Length of Experience
.....	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Telephone	<input type="checkbox"/> Heavy (70% - 100% of time) <input type="checkbox"/> Moderate (40% - 60% of time) <input type="checkbox"/> Light (Less than 40% of time)	_____ Years
.....	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Telephone	<input type="checkbox"/> Heavy (70% - 100% of time) <input type="checkbox"/> Moderate (40% - 60% of time) <input type="checkbox"/> Light (Less than 40% of time)	_____ Years
.....	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Telephone	<input type="checkbox"/> Heavy (70% - 100% of time) <input type="checkbox"/> Moderate (40% - 60% of time) <input type="checkbox"/> Light (Less than 40% of time)	_____ Years

SUPPLEMENTAL APPLICATION FORMPolice Data
SpecialistPolice Records
SpecialistPolice Records
Transcriptionist**Computer Skills**

■ Describe your level of proficiency in computer software applications. Please note that during the interview, you may be asked to elaborate on any stated knowledge/skills.

Applications	Level of Proficiency			
Word Processing	<input type="checkbox"/> No knowledge/ experience	<input type="checkbox"/> Beginner Has at least one year of experience producing work using this program; or has completed a beginner course.	<input type="checkbox"/> Intermediate Has more than 1 to 3 years of experience producing work using this program.	<input type="checkbox"/> Advanced Has more than 3 years of experience producing work using this program
Document Imaging Software	<input type="checkbox"/> No knowledge/ experience	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Spreadsheet	<input type="checkbox"/> No knowledge/ experience	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Database Management	<input type="checkbox"/> No knowledge/ experience	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Other	<input type="checkbox"/> No knowledge/ experience	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced

Working Conditions / Background Check

Please note that **ALL** positions are required to work a variety of shifts including days, nights, weekends, and holidays.

- Are you willing and able to work a variety of shifts including days and evenings? ► ☐ Yes ☐ No
- Are you willing and able to work during weekends? ► ☐ Yes ☐ No
- Are you willing to undergo thorough background investigation? ► ☐ Yes ☐ No

Please indicate which position(s) you wish to be considered by checking "yes". You will be allowed to compete, IF FOUND ELIGIBLE, for position(s) that you marked "yes".

Check "no" if you do NOT wish to be considered for the position(s). You will NOT be considered, even if found eligible, for position(s) that you marked "no".

Position Title	YES	NO
Police Data Specialist	<input type="checkbox"/>	<input type="checkbox"/>
Police Records Specialist	<input type="checkbox"/>	<input type="checkbox"/>
Police Records Transcriptionist	<input type="checkbox"/>	<input type="checkbox"/>

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

.....
Printed Name.....
Signature.....
Date